

ISU Standard Contract Routing Form: Division of Academic Affairs

Please visit the [ISU Contracts](#) website or contact Melony Sacopulos (Melony.Sacopulos@indstate.edu) General Counsel with questions about the Contract Approval Policy and routing process.

Name of Contracting Party (not ISU): _____ Requesting ISU Department: _____

ISU Departmental Contact: _____ Extension and Email: _____

Is this a standard agreement that has been reviewed and approved by the Office of the General Counsel? Yes ___ No ___

Please check the category of contract listed below (please check only one) and refer to the Contract Policy to determine appropriate final signatory authority: ___ Performance/Speaker ___ Internship ___ Affiliation Agreement ___ Other

ISU Authorized Signatory (please see Contract Approval Policy): _____

Please Note: Contracts for the purchase of goods and services are handled through the ISU Purchasing Department. Sponsored Program agreements are handled through the Office of Sponsored Programs.

Summary of Nature and Purpose of Contract:

Are all attachments included? Yes ___ No ___

Informational Approvals: The following individuals must sign the attached routing form indicating their approval of the *final* contract before the contract is signed.

Departmental Supervisor/Chair:

Name: _____ Title: _____ Date: _____

Signature: _____

Dean or Divisional Supervisor (if appropriate)

Name: _____ Title: _____ Date: _____

Signature: _____

Associate Vice President (Mark D. Green)

Name: _____ Title: _____ Date: _____

Signature: _____

Other (As Appropriate)

Name: _____ Title: _____ Date: _____

Signature: _____

Risk Management Office

Name: _____ Title: _____ Date: _____

Signature: _____

Office of the General Counsel

Name: _____ Title: _____ Date: _____

Signature: _____

When all signatures have been collected, please return this form to the Office of Academic Affairs. When the Office of Academic Affairs has secured the ISU authorized signature on the contract, it will be returned to the ISU Departmental Contact indicated above to be returned to the Contracting Party.

A paper or digital copy of the final, executed contract (signed by both parties) and this form should be to the Office of the General Counsel and Secretary of University to Barbara.Landini@indstate.edu